

**CITY OF HARDINSBURG**  
**REQUEST FOR QUALIFICATIONS FOR**  
**CITY ATTORNEY**

**April 24, 2015**

The City of Hardinsburg is currently seeking the services of an Attorney to fulfill the duties and responsibilities described in this Request for Qualifications (RFQ) for municipal legal services beginning July 1, 2015 through June 30, 2016.

The City is inviting individual attorneys to respond to this RFQ with Statements of Qualifications for the purpose of providing the City with the needed legal services listed in the request.

Please submit two hard copies of your proposal in a sealed package by the due date 4:30 p.m. CT on May 15, 2015 to the attention of:

Holly Fowler, City Clerk  
City of Hardinsburg  
P. O. Box 149,  
Hardinsburg, KY 40143

## **BACKGROUND & PURPOSE**

The City of Hardinsburg is a full-service municipality providing police and fire protection, utilities (wastewater/drinking water), solid waste collection, park, public works, planning/zoning and other services. The City employs a City Clerk, City Treasurer, Utility Clerk and office staff to manage the City's day-to-day business. The City's public works are contracted to Veolia. The Police Department consists of a Chief, Assistant Chief and three police officers. Our Volunteer Fire Department consists of a Fire Chief and his staff of volunteer fire fighters.

Hardinsburg is governed under a Mayor/Council form of government with six council members who serve a two year term and a Mayor who is elected for a four year term. City legal services are hired by the Mayor.

## **QUALIFICATIONS & SCOPE OF SERVICES**

### **General Qualification:**

Any attorney hired or contracted by the City for legal counsel must meet the following minimum requirements:

Three years of experience as a practicing attorney; and  
a license to practice law in Kentucky, with a State Bar Association membership (in good standing).

For the purpose of providing general legal counsel to the City, will be required to:

Attend all City Council meetings (regular meetings are the second Monday at 5:00 pm CT). Attend Planning and Zoning meetings the 4<sup>th</sup> Wednesday every month at 5:30 pm and Board of Adjustment meetings held on the 3<sup>rd</sup> Thursday at 6:00 pm every month. As well as attend other meetings as assigned by the Mayor of City Council.

Act as legal advisor to and counsel for the Mayor, City Council, Planning & Zoning Boards, and City Clerk as requested.

Provide counsel on personnel matters, including employee disciplinary and grievance matters.

Draft and review all agreements, contracts, ordinances, resolutions, staff reports, and other written instruments pertinent to City functions, or that which will be considered by the Mayor or the City Council, Planning and Zoning Board and Board of Adjustments. And provide legal opinion as to the consequences of such documents.

Have experience in land use rights in Kentucky and the ability to draft review, and present legal documents relating to acquisitions, easements, variances, rights-of-way, and other land uses.

Have experience in general municipal procedures involving; city council procedures under the Kentucky Open Meetings Law, the Kentucky Open Records Law, liquor licensing, and municipal election law.

Research and submit legal opinions on municipal or other legal matters as requested by the Mayor, City Council, City Clerk and Planning and Zoning Boards.

Assure compliance with all ordinances, state or federal laws, and call attention to any legislative matters or changes that may affect the City.

### **LAND USE**

For the purpose of providing legal counsel on specific land use issues;

Assist Planning and Zoning Official Enforce City codes, zoning regulations, and building standards through administrative and judicial actions.

Have experience in community development in Kentucky and the ability to negotiate, draft, review, and present legal agreements and documents relating to: Appeals to City Council; Revisions; Revisions to existing codes; and Annexation agreements.

## **PROPOSAL CONTENTS**

Submissions of proposals should include, but not necessarily be limited to, the following:

1. Describe experience with government law generally and specifically to your experience with regard to land use regulations, real property, contracts, zoning law, constitutional issues (state and federal) affecting municipalities, city/county finance, and any other areas you believe are relevant to the City's decision.
2. Provide a list of government agencies you have worked with in the past.
3. Please provide a list of any other attorneys in your firm who may provide services under this request, a list of services they may provide, and list any disciplinary proceedings against them.
4. Describe any knowledge or experience that makes you particularly qualified to fulfill the City Attorney duties.
5. Please disclose any potential conflicts of interest that may arise in the performance of City Attorney duties by you. Particular attention involving other municipalities in Breckinridge County.
6. Please give your comment on serving as City Attorney, your position on your private legal practice and representing a client that was arrested by a Hardinsburg police officer.
7. Please provide a minimum of three client references.
8. Please provide the name of your professional liability insurance carrier.

## **NATURE OF THIS DOCUMENT**

1. Proponents are cautioned that a Proposal or part of a Proposal may be made public or otherwise disclosed by the City if the City elects to do so or is required to do so by law.
2. The City reserves the right to accept or reject any and all submittals and to waive any informalities or irregularities in said submittals. The RFQ does not bind the City to accept a submittal when, in the City's sole discretion, the City determines not to do so.